



COUNTY OF LOS ANGELES

**Public Health**

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May 18, 2009

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

SUBJECT: **REQUEST TO AMEND INFORMATION TECHNOLOGY SUPPORT SERVICES  
MASTER AGREEMENT WORK ORDERS 7G-1327, 7E-1116 WITH  
CALIFORNIA SOLITSYS TECHNOLOGIES, dba; SOLITSYS  
TECHNOLOGIES, AND 7E-2212 WITH KBL CONSULTING, INC.**

This is to inform your Board of the intent to request the Internal Services Department (ISD) to amend the current Information Technology Support Services Master Agreement (ITSSMA) Work Orders as described herein:

1. ITSSMA Work Order 7G-1327, with Solitsys Technologies, to extend the term through June 30, 2010 and increase the total maximum amount by \$188,000, from \$207,960 to \$395,960.
2. ITSSMA Work Order 7E-1116, with Solitsys Technologies, to extend the term through June 30, 2010 and increase the total maximum amount by \$208,000, from \$270,200 to \$478,200.
3. ITSSMA Work Order 7E-2212, with KBL Consulting, Inc., to extend the term through June 30, 2010, the total maximum amount will remain \$238,800.

In accordance with ITSMMA Guidelines, prior Board notification is required for Work Orders that will exceed \$300,000.

**BACKGROUND**

The Environmental Health Division (Environmental Health) of the Department of Public Health (DPH) is comprised of four bureaus and twenty-five programs. The function of each program within the bureaus is to provide essential public health services and perform enforcement and regulatory activities that protect health, prevent disease, and promote health for all persons in Los Angeles County.

Currently, Environmental Health's functions are managed via the Environmental Health Management Information System (EHMIS), a Windows-based, legacy financial information system developed in FoxPro (v. 2.6) that has been in place for more than 12 years. Since its inception, EHMIS has been expanded to support the following: management of workloads and work goals, productivity analysis, resource allocation, and quality assurance related to inspection processes.

Environmental Health is in the process of gathering information to develop a Request For Proposals (RFP) to replace EHMIS and improve data collection, integration, and management of information for Environmental Health Services.

### **SCOPE OF WORK**

The scope of this effort is to assist DPH in defining the functional and technical requirements needed to create a RFP to acquire a web-based system to support the data collection, data management, and the reporting needs of all of Environmental Health's programs. In addition, this effort will include the documentation of requirements to replace the Treasurer Tax Collector (TTC) permit/license tracking system and automate information exchanges with other public health agencies. The result of this effort will be the full replacement of both the existing EHMIS application and the TTC Public Health Master File database.

Over the course of this engagement, the two business analysts supporting this effort have successfully captured current business processes and have developed a draft set of functional and technical requirements from the 25 programs within Environmental Health and seven participating departments. In addition, a Project Manager has been working with the analyst team to coordinate the timely delivery of relevant work products and ensure alignment with project scope and expectations. The Project Manager will also continue to collaborate with analysts from the related Countywide Permit and Land Management System (PALMS ) effort in order to ensure the proper interface requirements

The requested amendment is to allow the Business Analysts and Project Manager to continue in assisting DPH in finalizing key documents to support the release of the upcoming RFP. The business analysts will continue to refine the requirements documents and work with relevant stakeholders to finalize the RFP. In addition, the analysts will continue to detail proposed business process improvements in preparation for the future implementation of the selected solution. The Project Manager will continue to assist the DPH in the development of key RFP artifacts and ensure coordination between the project team and relevant partners. In addition, the Project Manager will assist with the development of an implementation strategy and master delivery schedule.

### **JUSTIFICATION**

This amendment to the subject Work Orders will provide the DPH and the Environmental Health program with continued access to the short-term technical resources needed to provide critical business analysis and project management services for this effort. The consultants will continue to help DPH complete the ongoing functional and technical analysis of Environmental Health's business processes and workflows and support efforts to acquire a replacement system for the legacy EHMIS application. Failure to continue these services will hamper efforts to identify a suitable replacement system to support Environmental Health's activities and further impede the delivery of efficient and effective services to agency partners and the general public. Additionally, failure to continue these efforts could lead to the critical failure of the aging data management systems for DPH and the TTC.

### **FISCAL IMPACT**

The consultants' hourly rates for these time and material Work Orders will remain the same through the extended terms of the Work Order. Sufficient funds for this initiative are available in DPH's budget.

VENDOR	WORK ORDER No.	Work Order Current Maximum Amount	Proposed Increase for 2008-2009	Work Order New Maximum Amount
Solitsys Technologies	7G-1327	\$207,960	\$188,000	\$395,960
Solitsys Technologies	7E-1116	\$270,200	\$208,000	\$478,200
KBL Consulting, Inc.	7E-2212	\$228,800	\$0	\$228,800
TOTALS		\$706,960	\$396,000	\$1,102,960

**NOTIFICATION TIMELINE**


Consistent with ITSSMA policies and procedures, this is to inform your Board of the intention to amend the term of this Work Order and increase the maximum dollar amount. If no objection is received from your Board by June 3, 2009, we will request ISD to proceed with the amendment of these Work Orders.

If you have any questions or require additional information, please let me know.

JEF:jrc

c: Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors  
Chief Information Officer  
Director, Internal Services Department

**NOTED AND APPROVED:**

  
Richard Sanchez  
Interim Chief Information Officer

5-20-09  
Date